

ADDENDA ACKNOWLEDGMENT: Prior to submitting my offer, I have verified that all addenda issued to date are considered as part of my offer: Addenda received (list all) #: **Addendum 1 and Addendum 2**

Legal Name of Bidder: **Facilio Inc.**

DBA: **Same as legal name**

Authorized Representative Name/Title: **Dan Sugg, VP of Sales**

E-mail Address: dan@facilio.com FEIN: **82-2196589**

Street Address: **442, 5th Avenue #1746, New York, NY 10018**

Mailing Address (if different): **N/A**

Telephone: **410-916-2685** Fax: **N/A**

By signing this form, I acknowledge I have read and understand, and my business complies with all General Conditions and requirements set forth herein; and, Proposal is in full compliance with the Specifications. Proposal is in full compliance with the Specifications except as specifically stated and attached hereto.

SIGNATURE OF AUTHORIZED REPRESENTATIVE:



SIGNER'S PRINTED NAME: **Dan Sugg**

DATE: **08/22/2023**



Connected CMMS Technical Proposal

Presented To

City of Gainesville

Submitted by

Business Contact

Dan Sugg

VP of Sales

Dan@facilio.com

Technical Contact

Aditya Balaraman

Solutions Engineer

aditya@facilio.com

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Introduction

Facilio's property operations platform, powered by AI technology, enables real estate owners to conveniently consolidate building data, enhance performance, and manage their portfolio operations from a single platform. Clients across various real estate categories, including commercial office, healthcare, retail, and education, among others, use Facilio worldwide to minimize operations expenses, boost net asset value, and reduce operational risk. Facilio currently oversees over 10,000 buildings all over the world.

Process Automation

The platform provides a variety of automations, such as **workflows, stateflows, and schedulers**, to users, allowing for the seamless enforcement of organizational processes. Stateflow **allows states to be defined and transitions from one state to another** to be controlled, such as requiring technicians to **verify a QR code** before beginning a work order or using **geofencing** to ensure technicians are in the exact location where work on a work order is to take place. Other possibilities include **field updating**, action

flow execution based on user-defined criteria, transition execution criteria, and more. [learn more](#)

Facilio's Connected CMMS For City of Gainesville

1. Asset Management

Facilio will provide City of Gainesville with the ability to create a comprehensive and robust asset database within the platform to help manage all assets in the portfolio and track operations and maintenance data for each.

The asset register in Facilio holds the list of all assets available across City of Gainesville's portfolio. Data for the asset register can be easily uploaded/updated.

A typical asset register in Facilio holds:

- Asset attributes such as the category of asset, unique identifier, specifications, installation details, warranty details, manufacturer, location, and custom attributes if any.

- Files associated with the assets such as technical drawings and maintenance manuals can be uploaded as attachments to the assets and users will be able to view these files on the platform.
- Maintenance logs of planned maintenance and reactive maintenance, providing an overview of upcoming and past maintenance related to the asset.
- Asset financial information by linking work orders and PMs to assets to track planned and unplanned maintenance costs. Data such as replacement value, expected life cycle, and purchase price can be manually entered by users.
- Facilio can also aid in asset tagging by generating unique QR codes for each asset, which City of Gainesville can print out and paste onto assets. Maintenance technicians and other users can scan the QR code with the Facilio mobile app to instantly bring up the asset record and view the data captured in the asset register.

Modules

- Assets
- Portfolio

2. Reactive Maintenance

Connected CMMS will give you the capability to raise, track, and execute your ad-hoc work orders using the Facilio platform. These work orders can be

assigned to in-house technicians or external vendors based on the scope of work and organizational workflows.

Facilio’s Connected CMMS provides the following functions :

1. Work orders can be directly created by authorized personnel such as maintenance supervisors and directors
2. Requesters can raise service requests, which require approval from the maintenance department in order to get converted to a work order
3. Maintenance supervisors can manually assign work orders to technicians. We can also configure auto-assignment of work orders to specific teams/technicians based on the type of work order (HVAC, electrical, etc.) and the skillset of the technicians
4. The platform can capture the duration time for every work order automatically, enabling City of Gainesville to easily track SLA adherence
5. The platform can calculate work order costs by enabling users to add the inventory, tools, and labor used to complete the work order

Modules

- Maintenance
- Asset
- Inventory & Parts
- Service request
- Portfolio
- (optional)
- (optional)

3. Planned Maintenance

Facilio's Connected CMMS will provide City of Gainesville with the capability to configure and manage planned maintenance (PM) schedules across the portfolio for all types of assets. For every PM, the frequency, scope, and task list can be predefined in a planner and Facilio will automatically generate work orders as per the configuration.

1. Facilio enables users to configure a single PM with multiple planners such that each planner can have a different scope and frequency (for e.g. weekly, monthly, daily).
2. The platform allows up to 1000 assets to be associated with a single PM activity. Scope of the PM will be defined based on the spaces/assets that will be serviced as part of the PM.
3. Trigger frequency of the PM will decide the schedule at which Facilio will automatically generate work orders for the PM (daily, weekly, quarterly, half-yearly, annually, etc). Additionally, users can also specify the date and time at which these work orders will be generated
4. PM can have one or more Job Plans that dictate the prerequisites and tasks that have to be carried. Job plans act as reusable templates that can be applied to any maintenance activity

Modules

- Maintenance
- Portfolio
- Assets
- Job Plan (optional)
- Inventory & Parts(optional)

4. Building Inspections and Compliance

City of Gainesville will be able to use Facilio's Inspections module to conduct routine inspection activities across the portfolio to ensure that all properties are meeting the organizational and governmental regulatory compliance requirements.

With this capability, City of Gainesville will be able to:

- Create inspection templates for different types of inspections such as fire safety, waste disposal, environmental health & safety, etc. using the User Interface, which allows users to create inspection checklists with multiple pages, questions, and answer formats.
- Similar to the planned maintenance schedule configuration, users can specify the frequency at which an inspection needs to be conducted as well as the day and time of the inspection. Facilio will automatically generate inspection checklists based on the specified frequency.
- Inspection scoring criteria can also be defined for any inspection template. This can be specified by the user for each question that is part of the inspection checklist. Based on the answers entered by the

inspector while conducting the inspection, Facilio will automatically calculate the overall inspection score based on the defined criteria. This capability will allow City of Gainesville to quantify the results of an inspection and visualize the data in a dashboard. For example, average fire safety score for all properties for the last year.

Modules

- Inspections

5. Inventory Management and Requests

City of Gainesville can use Facilio's inventory management system to track all inventory. Whether it is consumable stock, warehouses, or storerooms, inventory can be tracked accordingly and kept up to date with ease:

- Each inventory record can be associated with a storeroom, which is a defined space within the portfolio. Users can define the storeroom name, location, and which personnel have access to it.
- When inventory minimums are hit, Facilio can automatically raise an inventory request to keep supplies at sufficient levels.
- While technicians are on the job they can allocate inventory used to work orders and assets and Facilio will automatically adjust the available quantity in the inventory database to ensure it is up to date.

Facilio also allows users to create inventory requests when needed to ensure prompt procurement of required inventory items. Automated workflows and

notifications for approval/rejection of inventory requests can also be configured.

Modules

- Inventory & Parts
- Maintenance (optional)
- PR & PO (optional)

6. Procurement Management (PR & PO)

Facilio's Connected CMMS goes beyond a traditional CMMS and will provide City of Gainesville with an integrated module to manage purchase requests and purchase orders for any goods and services required to manage and maintain the portfolio:

- Users can raise Purchase Requests (PR) in Facilio for the requisition of any goods or services such as spare parts, tools, or special trades. For example, a technician has an upcoming planned maintenance activity and raises a purchase request for a set of torque wrenches.
- The PR will go through an approval process that is configured as per City of Gainesville's requirement. The PR can go through multiple levels of approvals based on the cost involved, and notifications can be configured to promptly alert the procurement managers
- Once a PR is approved, the procurement manager can easily create a Purchase Order with a single click. This PO will get auto-filled with the information available in the PR, and the procurement manager can

add/edit necessary information such as shipping address, billing address, tax, and others. With Facilio's Connected CMMS, City of Gainesville can manage all vendor relationships through a single platform. The platform also provides a dedicated portal where vendors can view/execute work orders assigned to them, upload compliance documents, and conduct actions related to property operations and maintenance.

- PO and PR records in Facilio are white-labeled to showcase City of Gainesville logo and can be easily downloaded as a PDF file and shared externally

Modules

- PR & PO

7. Requester Engagement

With Facilio's Connected CMMS, the City's requesters will have a seamless experience using our dedicated requestor portal that allows them to raise and track service requests through simple, configurable forms.

The City of Gainesville will be able to provide all requesters with an intuitive and high-quality experience. The increased transparency and engagement

with the tenant/occupant will lead to greater satisfaction and increased retention in the long term.

With the requester portal, City of Gainesville will be able to:

- Requesters can access the CMMS via the portal to view, raise, and track service requests. This eliminates the need for maintenance teams to interact with requesters through manual methods such as phone call/email, and allows facility managers the entire service request lifecycle within the CMMS and create reports/dashboards on the same.
- City of Gainesville will be able to create a custom Service Catalog in the portal using a range of form templates, to make it easy for requesters to raise different types of requests (maintenance, cleaning, guest invites, etc.).
- Requesters can view the status of each service request (approved, rejected, technician assigned, etc.) within the portal, and will be able to communicate with the maintenance teams via comment threads within a specific request.

Broadcasting News and Information

As an added level of engagement with requesters, City of Gainesville will also be able to leverage Facilio's Broadcasting module to quickly disseminate information to a large audience through the tenant/occupant portal. The process is as follows:

- Property managers can define “Audiences” within Facilio. Each Audience can include any number of users who have access to the tenant/occupant portal.
- Property managers can create Broadcasts and select which Audience the broadcast needs to be sent to. Facilio provides property managers with the flexibility to create broadcasts using a combination of text and images as per their requirement. Examples of broadcast could be: facility-wide maintenance announcements, fire drills, community events, etc.
- Once the broadcast is published to the desired audience, they will be able to see the broadcast within the requestor portal

Modules

- Tenant management
- Tenant portal
- Service request
- Service Catalog (optional)
- Broadcasting & Announcements (optional)

III. Commercials

This section details Facilio’s proposed commercial offer for City of Gainesville as per the scope of the solution described in this document.

Annual Subscription Fees for City of Gainesville

License	Fees (USD) per Quantity	Quantity (User Licenses)	Total Fees (USD)
Facilio Connected CMMS Platform License which includes: <ul style="list-style-type: none"> ● Portfolio Management ● Asset Management ● Corrective Maintenance ● Planned Maintenance ● Inventory & Store Management ● Requestor Portal ● Notifications & Alerts ● Process Automation - Stateflows ● Dashboards & Reports ● Mobile Applications 	-	-	-
<u>Administrator License (web & mobile)</u> <ul style="list-style-type: none"> ● Admin Users - Access to the above subscribed modules and settings tab for configurational changes such as process automation 	6	2500	15000
<u>Maintenance Management License (web and mobile)</u> <ul style="list-style-type: none"> ● Technician Users ● Facility Supervisors and Manager Users 	45	1320	59400
<u>Requestor License (Web & Mobile)</u> Requestor Users - Raising service requests, track these in real time & provide feedback	8	228	1824

Annual Subscription Fees (USD)	76224
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One-time Implementation Fees

<ul style="list-style-type: none"> Professional services fees for data onboarding and platform configuration (subject to change based on further scope conversations) Remote User Training sessions in Train the Trainer model up to 40 hours. On-site training will be charged at \$1500/day in additional to travel, accommodation, and per-diem allowance fees 	46000
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Custom development / Third party integration Rate Card

This is the standard rate card for efforts required to integrate the Facilio platform with any third party software systems. Please note that integrations with third party systems are not part of the scope of this proposal. This information is being provided in order to give the City of Gainesville indicative pricing for a future integration.

<ul style="list-style-type: none"> Integration with 3rd party software systems (Fleetwatch, CleverDevices, etc.) Require Scope of work for accurate Pricing 	\$2500/week
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Pricing Proposal

Table A

S/No.	Item Description	Price (\$)
1	Project Management- includes all project management services for full implementation	46,000
2	Full data migration/conversion from Fleetnet to new software including: Fully migrating all existing parts and fluids in RTS' inventory. Fully migrating all vehicles, equipment, buildings, shelters, and bus stops. Fully migrating preventative maintenance historical data	Included in project management fees
3	Installation of Software including all travel costs and days on site _____	Not applicable
4	Cost to Integrate with Fleetwatch	\$62.5/hour of development efforts - accurate price will be provided after scoping discussions
5	Cost for partial integration with Clever Devices	\$62.5/hour of development efforts

6	License Fees- Cost for Year 1	76,224
7	Cost for Training	40 hours of remote training included in project management fees - On-site training will be charged at \$1500/day in additional to travel, accommodation, and per-diem allowance fees
8	Additional Costs: Any additional costs for a full implementation not included in the above. Use separate sheet if necessary.	
TOTAL COST		\$122,224 (NOT INCLUDING ONE-TIME FEE FOR INTEGRATIONS)

Table B

Year 1	\$122,224 + one-time fee for integrations
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Year 2	\$76,224
Year 3	\$76,224
Year 4	\$76,224
Year 5	\$76,224

Terms & Conditions

1. This proposal will be **valid for a period of 60 days** from the date of submission
2. The minimal contract duration will be considered for a period of 36 months from the date of subscription start
3. A Master Service Agreement will be signed between Facilio & City of Gainesville upon awarding of the contract and mutual agreement on the scope of the project.
4. Quoted Subscription fees is exclusive of any taxations; Any taxes, if applicable, will be levied accordingly
5. Facilio will be hosted on the AWS (multi tenant) data center in the United States.
6. Termination/Exit Clause and Minimum Service Duration:
 - a. Minimum service duration will be the same as the Contract Duration

b. Early termination by the City of Gainesville or its entity will not relieve any future payment obligations for the Contract Duration.

This is a non-breakable contract.

7. City of Gainesville to pay **100% of the annual subscription** charge upfront.
8. One-time fees will be paid **50% upfront** and remaining 50% will be paid **upon completion of onboarding**
9. Subscription start date will be considered from the date of Contract Signing or issuing of purchase order whichever is earlier
10. All payments shall be made through bank transfer & payment shall be made to the following bank account:

Silicon Valley Bank, 3003 Tasman Drive,

Santa Clara, CA 95054, USA

Routing & Transit Number: 121140399

Swift Code: SVBKUS6S

For Credit of Facilio Inc.

Final Credit Account number: 3302207213

IV. Technical Assumptions

Assumptions

1. Facilio will be hosted in Amazon Web Services data centers in the USA.
2. City of Gainesville will practice best efforts to provide data with respect to onboarding and configuration as per the agreed timelines and templates to help ensure the project is completed as per the implementation plan.

3. All mobile devices used to access Facilio applications should be running supported OS versions. Version 8 or higher for Android and iOS v13 or higher.
4. City of Gainesville will use the Google Chrome browser to access the Facilio web application.
5. Data upload will be done through the Facilio Data Loader desktop application for all buildings wherever possible.
6. Use cases and workflows documentation for all stakeholders will be jointly agreed upon during the Business Requirements Discussions and documented. The City of Gainesville will need to sign-off on this prior to the start of implementation.
7. Notification channels include emails and mobile app notifications to users, which is included as part of the subscription cost. If SMS notifications are desired, City of Gainesville must provide a SMS server account to Facilio through which SMS will be sent.
8. New upgrades with defect fixes, security updates will be made available to the City of Gainesville.

V. Annexure

1. [About Us](#)
2. [Implementation Methodology](#)

3. [Product Features Library](#)
4. [Support & Governance](#)
5. [Cloud Security & IT](#)

VI. Exhibits

DRUG-FREE WORKPLACE FORM

The undersigned bidder in accordance with Florida Statute 287.087 hereby certifies that **Facilio Inc.** does:
(Name of Bidder)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for the drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring

in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation

program if such is available in the employee’s community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this bidder complies fully with the above requirements.

Dan Sugg

Bidder’s Signature

Date 8-21-2023

BIDDER VERIFICATION FORM

LOCAL PREFERENCE (Check one) Not Applicable-INTENTIONALLY LEFT BLANK
QUALIFIED SMALL BUSINESS AND/OR SERVICE DISABLED VETERAN BUSINESS STATUS (Check one)

Not Applicable-INTENTIONALLY LEFT BLANK

REGISTERED TO DO BUSINESS IN THE STATE OF FLORIDA

Is Bidder registered with Florida Department of State’s, Division of Corporations, to do business in the State of Florida?

YES

If the answer is “YES”, provide a copy of SunBiz registration or SunBiz Document Number (#F23000004266)

If the answer is “NO”, please state reason why:

Facilio Inc.

Bidder’s Name

Dan Sugg, VP of Sales

Printed Name/Title of Authorized Representative

Dan Sugg- VP of Sales

Signature of Authorized Representative with Date



8-21-2023

CERTIFICATION REGARDING DEBARMENT

The Contractor shall comply and facilitate compliance with U.S. DOT regulations, “Nonprocurement Suspension and Debarment,” 2 C.F.R. part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) “Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” 2 C.F.R. part 180. These provisions apply to each contract at any tier of \$25,000 or more, and to each contract at any tier for a federally required audit (irrespective of the contract amount), and to each contract at any tier that must be approved by an FTA official irrespective of the contract amount. As such, the Contractor shall verify that its principals, affiliates, and subcontractors are eligible to participate in this federally funded contract and are not presently declared by any Federal department or agency to be:

- a) Debarred from participation in any federally assisted Award;
- b) Suspended from participation in any federally assisted Award;
- c) Proposed for debarment from participation in any federally assisted Award;
- d) Declared ineligible to participate in any federally assisted Award;
- e) Voluntarily excluded from participation in any federally assisted Award; or
- f) Disqualified from participation in any federally assisted Award.

By signing and submitting its proposal, the bidder certifies as follows:

The certification in this clause is a material representation of fact relied upon by CITY. If it is later determined by CITY that the bidder knowingly rendered an erroneous certification, in addition to remedies available to CITY, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder agrees to comply with the requirements of 2 C.F.R. part 180, subpart C, as supplemented by 2 C.F.R. part 1200, while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder further agrees to include a provision requiring such compliance in its lower tier covered transactions.



Signature of Bidder's Authorized Official

Dan Sugg

Name of Bidder's Authorized Official

VP of Sales

Title of Bidder's Authorized Official

Date 8-21-2023

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



 Signature of Bidder's Authorized Official

 Name of Bidder's Authorized Official
 Dan Sugg

 Title of Bidder's Authorized Official
 VP of Sales

CONTRACTOR RESPONSIBILITY CERTIFICATION

The Bidder is required to certify compliance with the following contractor responsibility standards by checking appropriate boxes. For purposes hereof, all relevant time periods are calculated from the date this Certification is executed.

1. Has the firm been suspended and/or debarred by any federal, state or local government agency or authority in the past three years? - NO
2. Has any officer, director, or principal of the firm been convicted of a felony relating to your business industry? - NO
3. Has the firm defaulted on any project in the past three (3) years? - NO
4. Has the firm had any type of business, contracting or trade license revoked or suspended for cause by any government agency or authority in the past three (3) years? - NO
5. Has the firm been found in violation of any other law relating to its business, including, but not limited to antitrust laws, licensing laws, tax laws, wage or hour laws, environmental or safety laws, by a final unappealed decision of a court or government agency in the past three (3) years, where the result of such adjudicated violation was a payment of a fine, damages or penalty in excess of \$1,000? - NO
6. Has the firm been the subject of voluntary or involuntary bankruptcy proceedings at any time in the past three (3) years? - NO
7. Has the firm successfully provided similar products or performed similar services in the past three (3) years with a satisfactory record of timely deliveries or on-time performance? - YES
8. Does the firm currently possess all applicable business, contractor and/or trade licenses or other appropriate licenses or certifications required by applicable state or local laws to engage in the sale of products or services? - YES
9. Does the firm have all the necessary experience, technical qualifications and resources, including but not limited to equipment, facilities, personnel and financial resources, to successfully provide the referenced product(s) or perform the referenced service(s), or will obtain the same through the use of qualified, responsible subcontractors? - YES
10. Does the firm meet all insurance requirements per applicable law or bid specifications including general liability insurance, workers' compensation insurance, and automobile liability

insurance? - Facilio has general liability and workers' compensation insurance. Automobile insurance is not applicable to us

11. Firm acknowledges that it must provide appropriate documentation to support this Contractor Responsibility Certification if so requested by the City of Gainesville. The firm also understands that the City of Gainesville may request additional information or documents to evaluate the responsibility of firm. Firm agrees to provide such additional information or supporting documentation for this Certification. Under the penalty of perjury, the Bidder's authorized representative hereby certifies that all responses marked in this form or otherwise submitted for purposes of determining the Bidder's status as a responsible contractor is true, complete and accurate and that he/she has knowledge and authority to verify the information in this certification or otherwise submitted on behalf of the Bidder by his or her signature below.



Signature of Bidder's Authorized Official

Name of Bidder's Authorized Official
Dan Sugg

Title of Bidder's Authorized Official
VP of Sales

Date 8-21-2023

REFERENCE FORM

Name of Bidder: Facilio Inc.

Provide information for three references of similar scope performed within the past five (5) years. You may include photos or other pertinent information.

#1 Year(s) services provided (i.e. 1/2015 to 12/2018): 6/2022 - Present

Company Name: Limbach Inc.

Address: 301, East Pine Street, Suite 400

City, State Zip: Orlando, Florida, 32801

Contact Name: Richard Davis

Email Address (if available): richard.davis@limbachinc.com

#2 Year(s) services provided (i.e. 1/2015 to 12/2018): 11/2021 - present

Company Name: Investa

Address:

City, State Zip:

Contact Name: John Biggs

Email Address (if available): jbiggs@investa.com.au

#3 Year(s) services provided (i.e. 1/2015 to 12/2018): 8/2022 - Present

Company Name: Belmont Park

Address: 3146 Mission Blvd

City, State Zip: San Diego, CA 921209

Contact Name: Robert Davalos

Email Address (if available): rdavalos@belmontpark.com

Form **W-9**
 (Rev. December 2011)
 Department of the Treasury
 Internal Revenue Service

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) Facilio Inc.	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.) 442, 5th Avenue #1746	Requester's name and address (optional)
City, state, and ZIP code New York, NY 10018		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									
82						2196589			

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	DocuSigned by: _____	Date ▶ 1/3/2023
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name/disregarded entity name” line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the “Name” line and any business, trade, or “doing business as (DBA) name” on the “Business name/disregarded entity name” line.

Disregarded entity. Enter the owner's name on the “Name” line. The name of the entity entered on the “Name” line should never be a disregarded entity. The name on the “Name” line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the “Name” line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the “Business name/disregarded entity name” line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the “Name” line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the “Name” line is an LLC, check the “Limited liability company” box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter “P” for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter “C” for C corporation or “S” for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the “Name” line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the “Name” line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Facilio System Architecture and Dictionary

System Architecture

Below is the Facilio system architecture for AWS hosting. The main components of the same are:

S/No.	Component Name	Functionality
1	User Server	For rendering the application and user requests
2	Schedule Server	For running scheduled jobs such as planned maintenance, Reporting and more.
3	MySql	Acts as the database
4	Cache	To cache User requests helps increase speed and performance
5	File Server	To stores files and attachments
6	Monitor server	Monitors the health of the all other servers and triggers notifications
7	Email Server	SMTP server used to send email notifications

